

PHONE: 6-03-8529 1318
Email: ais@caam.gov.my
URL: aip.caam.gov.my

MALAYSIA
CIVIL AVIATION AUTHORITY OF MALAYSIA
AERONAUTICAL INFORMATION SERVICES
AIR TRAFFIC CONTROL TOWER (TOWER WEST)
JALAN KLIA 2/4,
64000 KLIA,
SELANGOR DARUL EHSAN
MALAYSIA.

**AIC
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PROCEDURE FOR EXTENSION OF AIR TRAFFIC SERVICES OPERATION HOURS UPON REQUEST FROM AIR OPERATORS

1 INTRODUCTION

- 1.1 The extension of air traffic services (ATS) operation hours is a critical process that enables air operators to request services outside of established aerodrome operating hours. This procedure outlines the process for the safe, efficient, and timely approval and implementation of such extensions, while ensuring compliance with regulatory and operational requirements.
- 1.2 Before applying for an extension of Air Traffic Services Unit (ATSU) operating hours, air operators shall first obtain approval from the airport operator and other relevant stakeholders, as applicable.

2 PURPOSE

- 2.1 The purpose of this circular is to:
- a) Standardize the process for handling requests for ATSU operational hour extensions; and
 - b) Ensure proper coordination among relevant stakeholders, such as air traffic control units, air operators, airport operators, government agencies, etc.

3 EXTENSION REQUEST CATEGORIES AND APPLICATION PROCEDURES

- 3.1 Scheduled Extension Requests
- 3.1.1 Scheduled extension are pre-planned extensions, which are requested well in advance for reasons such as seasonal schedules, new route inaugurations, or specific operational needs. These include:
- a) Festive seasons/holidays;
 - b) Chartered flights; and
 - c) Military operations.
- 3.1.2 Submit requests using Extension of ATS Operation Hours Application Form (see Appendix 1) at least one (1) month in advance of the planned schedule month.
- 3.1.3 Approval is subject to ATS resource availability, operational feasibility, and regulatory compliance.
- 3.2 Ad-Hoc Extension Requests
- 3.2.1 Ad-hoc requests arise from urgent or unforeseen circumstances, such as:
- a) Delayed actual scheduled flights, i.e. delay in arrivals/departures, diversions;
 - b) Ad-hoc chartered flights; and
 - c) Ad-hoc military/state flights.

- 3.2.2 Submit requests using Extension of ATS Operation Hours Application Form (see Appendix 1) in accordance with the following conditions:
- a) Extension beyond the published operation hours: Requests must be submitted at least three (3) hours before the scheduled end of ATSU operation hours; and
 - b) Early operation before the published operation hours: Requests must be submitted at least three (3) hours prior to the end of ATSU operation hours on the preceding day.
- 3.2.3 The request should include flight details, aircraft type, reason for extension, proposed extended hours, and expected traffic volume (See Appendix 1 - Extension of ATS Operation Hours Application Form).
- 3.2.4 Approval is subject to real-time operational capacity and feasibility, due to the air traffic control officers (ATCOs) roster already being published by the stations.
- 3.3 Air operators are responsible for liaising with relevant aerodrome operators and other agencies (CIQ; etc) to secure extension of aerodrome service. This is to ensure that all necessary coordination with relevant parties (NSCM-MAHB; etc) has been done and approved before submitting request to CAAM.
- 3.4 For scheduled extension requests, air operators shall submit requests with a completed Extension of ATS Operating Hours Application Form, accompanied by an official request letter addressed to the Chief Executive Officer (CEO) of CAAM. Submissions must be sent via email to CAAM's Operations Control Centre (OCC) at occ.group@caam.gov.my.
- 3.5 For ad-hoc extension requests, air operators shall submit requests with a completed Extension of ATS Operating Hours Application Form via email to CAAM's Operations Control Centre (OCC) at occ.group@caam.gov.my.
- 3.6 Air operators shall adhere strictly to the approved flight schedule (departure/arrival times) to ensure compliance with ATCO duty period limitations under CAD 11, Chapter 2. Any amendments or retiming of the flight schedule require the submission of a new request.

4 APPENDICES


- 4.1 List of appendices are as follows:
- a) Appendix 1 – Extension of ATS Operation Hours Application Form;
 - b) Appendix 2 – Scheduled Extension Request Flow Chart; and
 - c) Appendix 3 – Ad-Hoc Extension Request Flow Chart.

5 CONTACTS

- 5.1 For further information or to provide feedback, please contact CAAM's Operations Control Centre (OCC) at 03-8529 1221 (office hours only) or via email at occ.group@caam.gov.my (beyond office hours).

-END-

Appendix 1 - Extension of ATSU Operation Hours Application Form

	EXTENSION OF AIR TRAFFIC SERVICES OPERATION HOURS REQUEST FORM	ANS/OPE/ANSUH/ 10500/03
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APPLICANT INFORMATION			
Name			
Designator			
Company Name			
Office No.		Mobile No.	
Email			

**Please tick (✓) the relevant extension request categories and reasons, whichever applicable.*

EXTENSION REQUEST CATEGORIES					
	SCHEDULE		Festive Season		Military Operation
			Chartered Flight		State
			Others (<i>specify</i>):		
	AD-HOC		Delay		Military Operation
			Chartered Flight		State
			Others (<i>specify</i>):		

Note: - Attach the flight schedule in accordance with the CAAM format, as outlined in Attachment 1.

- ☐ I/We confirm that all necessary coordination with aerodrome operators and relevant agencies has been completed to secure aerodrome service extensions, and all required approvals have been obtained prior to submitting this request to CAAM.

**Applicant's Signature &
Official Stamp**

Date

FOR OFFICE USE:

OCC Unit	For Schedule Request Only	
	DCEO(O) Office	CEO Office
Comment and recommendation:	Comment:	Comment:
	Recommended / Not Recommended	Approved / Not Approved
Signature & Official Stamp	Signature & Official Stamp	Signature & Official Stamp
Date:	Date:	Date:

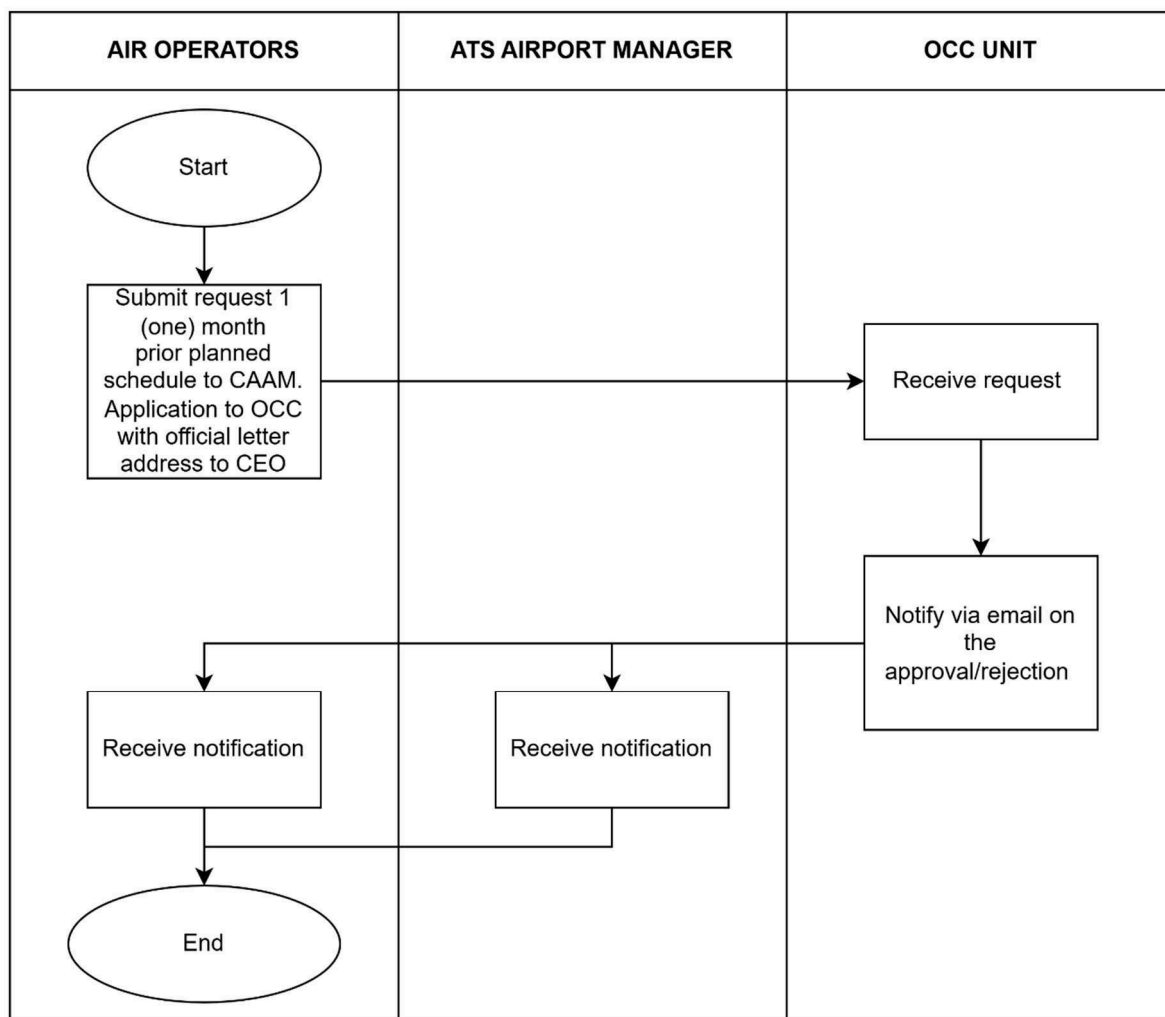
INSTRUCTIONS:

- For schedule applications:** The form must be submitted together with an official request letter addressed to the Chief Executive Officer (CEO) of CAAM. The submission shall be made via email to the CAAM Operations Control Centre (OCC) at occ.group@caam.gov.my, **at least one (1) month prior to the intended month of operation.**
- For Ad-Hoc Applications:** The form must be submitted via email to the CAAM Operations Control Centre (OCC) at occ.group@caam.gov.my, **at least three (3) hours:**
 - before the scheduled end of ATSU operation hours, for extension beyond the published operation hours.
 - prior to the end of ATSU operation hours on the preceding day, for early operation before the published operation hours.
- For further enquiries, please contact CAAM's Operations Control Centre (OCC) at 03-8529 1221 (office hours only) or via email at occ.group@caam.gov.my.

	SECTOR	FLIGHT NO	ETD/ETA	EFFECTIVE DATE	DAY OF OPERATION
From – To:					
*Attach the flight schedule in accordance with the CAAM format, if necessary					

	SECTOR	FLIGHT NO.	ETD/ETA	EFFECTIVE DATE (AIRPORT DEPARTURE)	DAY OF OPERATION
From – To: Kuala Lumpur - Kuching					
a)	KUL/KCH	MH7460	2340/ND0130LT	28 Mar 2025 – 30 Mar 2025	D5 D6
	KCH/KUL	MH7461	0210/0400 LT	28 Mar 2025 – 30 Mar 2025	D6 D7
b)	KUL/KCH	MH7460	2320/ND0120LT	04 Apr 2025 – 06 Apr 2025	D5 D6
	KCH/KUL	MH7461	0200/0350 LT	04 Apr 2025 – 06 Apr 2025	D6 D7

1. Sector = IATA Airport Code
2. Flight No. = Flight Number (MH7460)
3. ND = Next Day
4. ETD = Estimated Time of Departure
5. ETA = Estimated Time of Arrival
6. Effective Date = Flight Date
7. Day of Operation: -
 - D1 = Monday
 - D2 = Tuesday
 - D3 = Wednesday
 - D4 = Thursday
 - D5 = Friday
 - D6 = Saturday
 - D7 = Sunday

Appendix 2 – Scheduled Extension Request Flow Chart

Appendix 3 – Ad-Hoc Extension Request Flow Chart